

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jun 25, 2015

Action Requested By: Administration

Agenda Type: Resolution

Subject Matter:

Greengate School

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a Lease Agreement Between the City of Huntsville and the Greengate School.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: _____

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: _____

Date: _____

RESOLUTION NO. 15-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into a Lease Agreement by and between the City of Huntsville, Alabama, and Greengate School, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Lease Agreement between the City of Huntsville and Greengate School," consisting of thirteen (13) pages including exhibits Exhibits A and B, and the date of June 25, 2015, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 25th day of June, 2015.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 25th day of June, 2015.

Mayor of the City of
Huntsville, Alabama

**Lease Agreement Between the
City of Huntsville, Alabama
and Greengate School**

LEASE AGREEMENT

This Lease Agreement (this "Lease") is made and entered into on the 25th day of June, 2015, by and between the **City of Huntsville**, a municipal corporation in the State of Alabama, hereinafter referred to as the "City," and **Greengate School**, an Alabama non-profit corporation, hereinafter referred to as "Greengate School".

WITNESSETH:

WHEREAS, City is the purchaser, pursuant to an Agreement between the City of Huntsville and the Huntsville City Board of Education ("Board of Education"), of a certain premises consisting of a building located at 2800 Poplar Avenue NW, Huntsville, Alabama, approximately 31,000 square feet, which is shown in red lines as a portion of a larger building on the drawing attached hereto and made a part hereof as Attachment "A"; and

WHEREAS, the City and the Board of Education by the terms of their Agreement are to close and fully consummate the sale of the above described property no later than July 1, 2015, thereby resulting in the City becoming the owner of said property;

WHEREAS, the closing of such property between the City and Board of Education therefore must be a condition precedent that must occur in order for this Lease Agreement to be a valid Lease agreement and should that closing not be completed in a timely manner for whatever reason, this Lease agreement shall be null and void;

WHEREAS, Greengate School desires to lease from the City approximately 31,000 square feet of the building located at 2800 Poplar Avenue, NW, which leased space is indicated in red lines hereof as Attachment "A" herewith, (hereinafter referred to as the Leased Premises); and

WHEREAS, Greengate School desires to operate a licensed private school in the Leased Premises; and

WHEREAS, the City desires to lease to Greengate School the Leased Premises on the terms and conditions set forth in this Lease;

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements contained hereinbelow, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1.0 **LEASED PREMISES**, City, in consideration of the rents, covenants, and agreements contained herein, to be paid and performed by Greengate School, hereby leases unto Greengate

President of the City Council of the
City of Huntsville, Alabama
Date: _____

School the Leased Premises. Parking area reserved exclusively for the use of Greengate School during school hours is as set forth in the area defined in Exhibit "B" The City retains the right to utilize the parking area during non-school hours during the Term of this Lease.

2.0 TERM.

The term of this Lease shall be two (2) years, commencing on August 1, 2015 (Lease Commencement Date) the date the Leased Premises is made available by the City for Occupancy by Greengate School. Prior to the end of the two (2) year original term, the parties shall have the option to extend the lease for an additional five (5) year term upon mutual written agreement to be set forth as a lease modification properly approved and executed by both parties

3.0 RENTAL. Greengate School shall pay City an annual rental of Seventy-five Thousand Dollars (\$75,000.00) which shall be paid in twelve (12) consecutive monthly payments of Six Thousand Two-hundred and Fifty Dollars (\$6,250.00) each on the first (1st) day of each month throughout the term of this Lease Demand on the Leased Premises on the due date by City is not required. Unless otherwise provided in the Lease Agreement, in the event rent is not paid within ten (10) days after the due date thereof, Greengate School agrees to pay a late charge of 2% of the rental amount due.

4.0 USE OF LEASED PREMISES. The parties agree that Greengate School will use and occupy the Leased Premises for the operation of a licensed private school which shall remain in full compliance with all applicable state, federal and local laws, regulations and ordinances. Greengate School shall not use the Leased Premises for any other purposes without City's prior written consent. Inasmuch as the City of Huntsville's Board of Zoning Adjustment has granted a use variance to allow Greengate school to operate as a tenant at this location and such use variance runs concurrent with the initial lease period, any modification to extend the lease for the option term is subject to proper advance approval by the Board of Zoning Adjustment to extend the use variance for that option term.

5.0 CONDITION OF PREMISES AS OF OCCUPANCY DATE. City shall deliver the Leased Premises in clean, safe, sanitary conditions and in good working order. Floors will be freshly waxed and walls freshly painted in neutral tones and the parties agree and recognize that the City may not complete these improvements by the Lease Commencement Date, but will coordinate with Greengate School during the early weeks of the Initial Term to complete these improvements as soon as possible and facilitate Greengate's move and transition into the Leased Premises. The parties acknowledge and agree that the Leased Premises is an older school facility that is not in newly constructed condition, but that it is in acceptable condition for use as a school facility. Three new security doors shall be installed by the City as soon as possible but in no event later than ninety (90) days of the Lease Commencement Date at the three sites depicted in Attachment "A" in order to separate the Greengate Leased Premises from the remainder of the Building. The cost of the security doors and installation shall be shared by the City and Greengate on a 50%/50% basis and Greengate shall promptly pay to the City its 50% portion of the costs upon submission to Greengate School by the City of an invoice reflecting the costs of the security doors. Telephone lines previously installed in the facility during public school usage may be available for use by Greengate on an "as is" basis, but Greengate will need to furnish its

own telephone system to use those lines. In the event the lines in that system are not functional or fail to meet the needs of Greengate, then Greengate shall furnish its own telephone system in its entirety.

6.0 QUIET ENJOYMENT. City covenants that Greengate School, upon paying rent, and reimbursing the costs to be born by Greengate herein specified and observing the covenants hereof, shall peaceably and quietly have, hold and enjoy the Leased Premises during the term hereof and any extensions thereto.

7.0 MAINTENANCE OF LEASED PREMISES BY GREENGATE SCHOOL. The City shall be responsible for the maintenance of the building systems to include, but not limited to HVAC, plumbing, electrical, alarm, structure, etc. of the Leased Premises. Greengate School shall be responsible for all routine maintenance, janitorial and related functions and to keep the facility in a clean and well kept area. The City is not responsible for any code requirements enforced by State, Federal, or Local Governments for this use and space. Any code or ADA modifications required due to this use by Greengate School must be brought to the attention of the City and be handled according to Section 8.0 below and paid for by Greengate School.

(a) Greengate School shall not in any manner deface or injure the Leased Premises and will pay the cost of repairing any damage or injury done to the Leased Premises or any part thereof by Greengate School or Greengate School's employees, agents, contractors or invitees, ordinary wear and tear excepted. Greengate School agrees that it will keep the Leased Premises and the fixtures therein in clean, safe, sanitary and good order and condition and will, at the expiration or other termination of the Lease term hereof, remove all goods and effects not the property of City and at Greengate School's expense shall (i) promptly surrender to City possession of the Leased Premises (including keys, locks and any fixtures or other improvements which Greengate School hereby acknowledges are owned by the City) in good order and repair (ordinary wear and tear and damage due to casualty or condemnation excepted) and broom clean, (ii) remove therefrom all signs, goods, effects, machinery, furniture, fixtures computer/telephone cabling and equipment used in conducting Greengate School's trade or business which is not owned by the City, and (iii) pay for repairs or any damage caused by such removal.

(b) Greengate School shall not attach any sign to the exterior of the Leased Premises unless the design, nature, and content thereof have been approved by City, which approval shall not be unreasonably withheld. The Tenant shall at its expense maintain and repair any such sign and may upon the expiration of the term of this Lease or any renewal thereof, remove said signs. All signs shall comply with all applicable laws and ordinances.

(c) All injury to the Leased Premises caused by moving the property of Greengate School into, on, or out of, the Leased Premises and all breakage done by Greengate School, or the agents, servants, employees and visitors of Greengate School, shall be at the sole cost and expense of Greengate School. The City shall have the right to make such necessary repairs, alterations and replacements (structural, nonstructural or otherwise) and any charge or cost so incurred by City shall be paid by Greengate School as additional rent, with the monthly installment of rent next becoming due or thereafter falling due under the terms of this Lease.

This provision shall be construed as an additional remedy granted to City and not in limitation of any other rights and remedies which City has or may have in said circumstances.

(d) All personal property of Greengate School in the Leased Premises shall be at the sole risk of Greengate School. City shall not be liable for any accident to or damage to the personal property of Greengate School resulting from the use or operation of the heating, cooling, electrical or plumbing apparatus unless caused by the negligence of City, its employees, agents or contractors. City shall not, in any event, be liable for damages to the personal property resulting from water, steam or other causes unless caused by the negligence of City, its employees, agents or contractors. Greengate School hereby expressly releases City from any liability incurred or claim by reason of damage to Greengate School's personal property, other than any liability incurred or claim by reason of the negligence of City, its employees, agents or contractors.

8.0 UTILITIES. The City shall pay all Huntsville Utilities fees (including water, electric current, and natural gas, and sewer) throughout the term of the Leased Premises with Greengate School.

9.0 ALTERATIONS AND IMPROVEMENTS BY GREENGATE SCHOOL. No alterations, additions or Improvements to the Leased Premises, except such as may be otherwise provided for in this Lease, shall be made without first obtaining City's written consent, and any improvements, additions or alterations requested by Greengate School after such consent shall have been given, shall be installed by an appropriately licensed contractor that is approved by the City and shall be at the sole cost and expense of Greengate School.. All requests for alterations, additions, or improvements shall be accompanied by architectural drawings depicting both the existing and proposed layout or depicting the existing and proposed condition of the alteration, addition, or improvement in question.. Any and all fixtures installed, excepting trade fixtures, shall, at City's option, remain on the Leased Premises as the property of the City, without compensation to Greengate School, or, at the City's option shall be removed therefrom and the Leased Premises restored to its original condition at the sole cost of Greengate School at the expiration or sooner termination of this lease. Greengate School shall, at its own cost, have the City repair any damage caused by the removal of trade fixtures restoring the Leased Premises to its original condition. Any such approved alterations and improvements to be made by Greengate in anticipation of its occupancy to the Leased Premises shall be coordinated with the City in order to properly sequence that work with the City's preparation of the Leased Premises for occupancy by Greengate.

10.0 INSURANCE REQUIREMENTS. During the term of this Lease, Greengate School shall satisfy the following insurance requirements and provide to the City of Huntsville's Legal Department said proof of this requirement:

A. MINIMUM SCOPE OF INSURANCE:

1. General Liability:

Insurance will be written on an occurrence basis. Claims-made coverage will be accepted only on an exception basis after the City's approval.

Commercial General Liability

Contractual
Personal Injury
Broad Form Property Damage
No Exclusion for Sexual Misconduct or Molestation

2. Property Insurance:

Greengate School shall keep the Leased Premises insured against damage or destruction by fire and the perils commonly covered under the extended coverage endorsement in the amount of the replacement cost of the building, not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00); the proceeds of such policy or policies shall be used for the repair of the Leased Premises. The policy shall be written on a "Special Form" basis with the City named as beneficiary and a deductible not greater than Ten Thousand Dollars (\$10,000.00).

3. Workers' Compensation Insurance:

Statutory protection against bodily injury, sickness or disease or death sustained by employee in the scope of employment. Protection shall be provided by a commercial insurance company or a recognized self-insurance fund authorized before the State of Alabama Industrial Board of Relations. Waivers of subrogation in favor of the City shall be endorsed to Worker's Compensation coverage.

B. MINIMUM LIMITS OF INSURANCE:

1. General Liability:

Commercial General Liability on an "occurrence form" for bodily injury and property damage:

\$ 2,000,000 General Aggregate Limit
\$ 1,000,000 Each Occurrence

2. Workers' Compensation:

As Required by the State of Alabama Statute

C. OTHER INSURANCE PROVISIONS:

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage's Only:

a. The City, its elected and appointed officials, employees, agents and specified volunteers are to be covered as Additional Insureds, as their interests may appear, as respects: liability arising out of activities performed by or on behalf of Greengate School for products used by and completed operations of Greengate School.; or automobiles owned, leased, hired or borrowed by Greengate School. Additional insured status shall be through ISO Additional Endorsement CG 2011 01 96 or equivalent that is sufficient to provide the coverage required by this Agreement.

b. Greengate School's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, employees, agents and specified volunteers, as their interests may appear as respects: liability arising out of activities performed by or on behalf of Greengate School for products used by and completed operations of GREENGATE SCHOOL; or automobiles owned, leased, hired or borrowed by Greengate School. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or specified volunteers shall be excess of Greengate School's insurance and shall not contribute to it.

c. Greengate School's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

a. Greengate School is responsible to pay all deductibles. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Cancellation of coverage for non-payment of premium will require ten (10) days written notice to the City.

b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, employees, agents or specified volunteers.

D. ACCEPTABILITY OF INSURERS:

Insurance is to be placed with insurers with an A. M. Best's rating of no less than **B+ V**.

E. VERIFICATION OF COVERAGE:

The City shall be indicated as a Certificate Holder and Greengate School shall furnish the City with Certificates of Insurance reflecting the coverage required by this document. The A. M. Best Rating and deductibles, if applicable, shall be indicated on the Certificate of Insurance for each insurance policy. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. HOLD HARMLESS AGREEMENT:

Greengate School, to the fullest extent permitted by law, shall indemnify and hold harmless the City, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from Greengate's use or occupation of the Leased Premises, provided that any such claim, damage, loss or expense (1)(a) is attributable to personal injury, including bodily injury sickness, disease or death, or injury to or destruction of tangible property, including loss of use resulting therefrom, and (b) is caused by any negligent act or omission of Greengate School or any of their consultants, or anyone directly or indirectly employed by them or anyone for whose acts they are legally liable or arises out of liability based on the noncompliance of the Leased Premises with the Americans with Disabilities Act (ADA). Such obligation should not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

11.0 INSPECTIONS OF THE LEASED PREMISES. City shall have the right to enter the Leased Premises at all reasonable times (but no less than once per year) for purposes of examining the Leased Premises for the purpose of discovering any defect or injury to the Leased Premises. Greengate School shall, upon the discovery of any defect in or injury to the Leased Premises or any appurtenance or apparatus connected therewith, or any need of repairs, promptly make the said repair.

12. CITY'S RIGHT TO LOCATE AND ACCESS IT EQUIPMENT. Inasmuch as the Leased Premises are a portion of a larger building, the City may need to locate certain IT equipment related to communication and security systems for the entire building within a small portion of the Leased Premises in the areas formerly used by the public school system for the operation of those or similar systems. Greengate shall allow the City reasonable access at all times as necessary to those systems and all efforts will be made by the City to access and locate such equipment with as little interference as possible to Greengate School.

13.0 ASSIGNMENT AND SUBLETTING. Greengate School covenants and agrees not to assign this Lease or sublet said Leased Premises or any part of same, or in any other manner transfer the Lease or Greengate School's leasehold interest in the Leased Premises, without the written consent of City which shall not be unreasonably withheld. In the event of such subletting or assignment, Greengate School nevertheless shall remain liable for all payments to City under, and compliance with, all of the terms and conditions of this Lease. Any consent to a subletting or assignment shall not be deemed a consent to any subsequent subletting or assignment. Greengate School shall submit to City in writing the name of the proposed sub-tenant or assignee, and the intended use and terms of occupancy.

14.0 DEFAULT. In the event: (a) rent in this Lease or any other payment required hereunder to be paid by Greengate School is not paid at the time and place when and where due; (b) the Leased Premises shall be deserted or vacated for a period lasting more than thirty (30) consecutive days; (c) Greengate School shall fail to comply with any term, provision, condition, or covenant of this Lease, other than the payment of rent, and shall not cure such failure within thirty (30) days after written notice to Greengate School of such failure to comply; (d) any

petition is filed by or against Greengate School under any section or chapter of the National Bankruptcy Act as amended, (e) Greengate School shall become insolvent or make a transfer in fraud of creditors; (f) Greengate School shall make an assignment for benefit of creditors; (g) a receiver is appointed for a substantial part of the assets of Greengate School in any of such events, City shall have the option to do any one of the following, in addition to and not in limitation of any other remedy permitted by law or by this Lease:

(i) Terminate this Lease, in which event Greengate School shall immediately surrender the Leased Premises to City.

(ii) Enter the Leased Premises without being liable to prosecution or any claim for damages therefor, and relet the Leased Premises, and receive the rent therefor, and Greengate School shall, subject to the limitations of paragraph 2.0 above, pay City any deficiency that may arise by reason of such reletting (plus all expenses incurred by such reletting), on demand at the office of the City.

(iii) City may do whatever Greengate School is obligated to do by the provisions of this Lease and may enter the Leased Premises without being liable to prosecution or any claim for damages therefor, in order to accomplish this purpose. Greengate School agrees to reimburse City immediately upon demand for any expenses which City may incur in thus effecting compliance with this Lease on behalf of Greengate School.

(iv) Pursue any and all other remedies available to City at law or in equity.

In the event City employs an attorney on account of the nonpayment of rent or other violation of any of the terms or conditions of this Lease by Greengate School, Greengate School shall pay all expenses incurred including a reasonable attorney's fee.

15.0 SURRENDER. Upon the termination of this Lease, Greengate School shall deliver up the Leased Premises in the same condition as the same were in at the commencement of the term of this Lease (with the exception of any remodeling or structural changes previously approved by City), reasonable and ordinary wear and tear and damage by fire and other casualty or condemnation excepted. Neither vacating the Leased Premises by Greengate School, nor the delivery of possession to City, shall be deemed a surrender or an acceptance of surrender of the Leased Premises unless so stipulated in writing by City.

16.0 FIRE, OTHER CASUALTY. If a fire, casualty, or taking renders the Leased Premises or any part thereof unfit for use and occupancy as intended in this Agreement, a just and proportionate abatement of rent shall be made as of the date of such fire, casualty, or taking. If a substantial portion of the Leased Premises is damaged by fire, casualty or taking, City and Greengate School shall each have the right to terminate this Lease by notice given to the other party at any time within sixty (60) days after the date of such damage, casualty or taking. If City fails to restore the Leased Premises to a condition substantially suitable for use and occupancy within one hundred eighty (180) days after said fire, casualty or taking, then Greengate School shall have a further right to terminate this Lease by notice given to City at any time after the

expiration of said one hundred eighty (180) day period, but before the completion of said repair and restoration.

17.0 MISCELLANEOUS. The parties hereto further agree as follows:

17.1 The non-enforceability or illegality of any provision of this Lease shall not render the other provisions unenforceable, invalid or illegal.

17.2 The paragraph headings contained herein are only for convenience and reference, and are not intended to be part of this Lease or in any manner to define, limit or describe the scope and intent of this Lease for the particular paragraph to which they refer.

17.3 The words "City" and "Greengate School", when used in this Lease, shall be construed as plural whenever the number of the parties to this Lease shall require.

17.4 Any and all notices or other communications required or permitted by this Lease or by law to be served on or given to any party hereto, by another party to this Lease, shall be in writing, and shall be deemed duly served when personally delivered to the party, City or Greengate School, to whom they are directed, or in lieu of such personal service, when received if sent by United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, and addressed as follows:

City: City of Huntsville, Alabama
615 Washington Street
Huntsville, Alabama 35801
Attention: Director of General Services

with copy to: City Attorney's Office
Post Office Box 308
Huntsville, Alabama 35804-0308
Attention: City Attorney

Greengate School: Greengate School
2800 Poplar Avenue NW
Huntsville, Alabama 35816

If either party hereto changes its address for purposes of this Agreement, the party so changing shall give the other party appropriate written notice of change of address in the manner specified above.

17.5 The parties further agree that this Lease is to be deemed to have been prepared jointly by the parties hereto, after arm's length negotiations, and that any ambiguity or uncertainty existing herein, if any, shall not be interpreted against the other party.

17.6 It is expressly understood that this Lease sets forth the entire agreement of the parties and supersedes any prior written or oral agreements between them concerning the subject

matter contained herein, oral or otherwise, and that there is no other agreement between the parties other than that contained herein.

17.7 The parties further agree to sign any and all instruments or documents necessary to carry out the full purpose and intent of this Lease.

17.8 This Lease shall be binding upon the parties, and their successors in interest.

17.9 Each party to this Lease shall be responsible for the payment of all costs, expenses, legal fees and disbursements incurred or to be incurred by it or any of them in negotiating and preparing this Lease, and all documents required to be delivered pursuant to this Lease and in otherwise performing the transactions contemplated by this Lease.

IN WITNESS WHEREOF, the parties hereunto entered into this Lease on the day first written above.

WITNESS:

GREENGATE SCHOOL,
a non-profit corporation

By: _____

By: _____

Its: _____

Its: _____

CITY OF HUNTSVILLE, ALABAMA

By: _____

By: _____

Charles E. Hagood

Tommy Battle

Its: City Clerk-Treasurer

Its: Mayor

STATE OF ALABAMA)

COUNTY OF MADISON)

I, the undersigned, a notary public in and for said County, in said State, hereby certify that Tommy Battle and Charles E. Hagood, whose names as Mayor and City-Clerk Treasurer of The City of Huntsville, a municipal corporation are signed to the foregoing instrument, and who are known to me, acknowledged before me on this day that, being informed of the contents of the instrument, they, in their capacity as such officers, executed the same voluntarily for and as the act of said corporation on the day the same bears day.

GIVEN under my hand and official seal this the ____ day of _____, 2015.

Notary Public

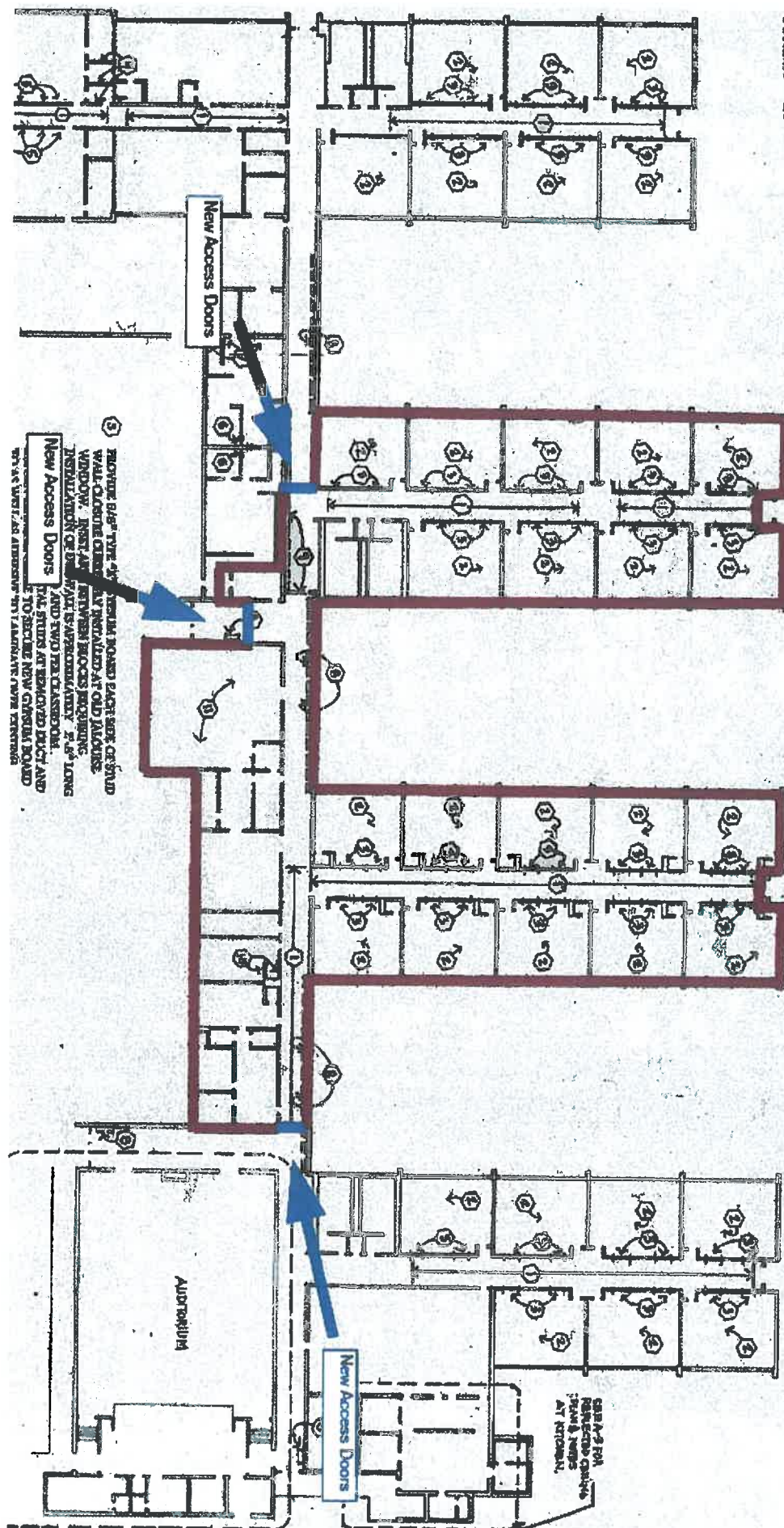
STATE OF ALABAMA)
COUNTY OF MADISON)

I, the undersigned, a notary public in and for said County, in said State, hereby certify that _____, whose name as _____ of GREENGATE SCHOOL, a non-profit corporation, is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, (s)he, in his or her capacity as such officer, executed the same voluntarily for and as the act of said corporation on the day the same bears day.

GIVEN under my hand and official seal this the ____ day of _____, 2015.

Notary Public

COMPOSITE FLOOR PLAN:
SCALE: 1/8" = 20'





Thursday, June 25, 2015 8:41:24 AM

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Administration

Council Meeting Date: 6/25/2015

Department Contact: John Hamilton

Phone # 5009

Contract or Agreement: Lease Agreement Between the City of Huntsville and the Greengate School

Document Name: Lease Agreement Between the City of Huntsville and the Greengate School

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Not Applicable

Not Applicable

Grant-Funded Agreements

Not Applicable

Grant Name:

Department	Signature	Date
1) Originating		
2) Legal		
3) Finance		
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		